



Alabama DEPARTMENT OF ARCHIVES & HISTORY

MUSEUM COLLECTIONS INTERNSHIP

The Alabama Department of Archives and History seeks undergraduate and graduate student applicants for a summer 2023 Museum Collections internship. This internship will provide the successful candidate an opportunity to obtain practical experience in collections processing, as well as working with legacy catalog records. Students studying history, public history, library science, or related topics are encouraged to apply.

Internship objectives include:

- Rehousing legacy catalog records pertinent to the ADAH's collection.
- Creating catalog records using PastPerfect museum database software.
- Learning basic best practices for handling and managing museum collections.

Collections staff will provide the candidate professional training and supervision. Applicants must be at least 18 years old and should be a current student or a recent graduate

Duration: May – August 2023

Academic Level: Undergraduate and/or Graduate Student

Location: Alabama Department of Archives and History

624 Washington Avenue

Montgomery, Alabama 36130

Hours: 20 to 35 hours weekly

Schedule: TBD

HOW TO APPLY

To apply for the internship, submit an ADAH Summer 2023 [Internship cover sheet](#), state [application form](#), resume, cover letter, unofficial transcript, and reference letter by a professor or academic advisor by **March 1, 2023**. All application materials should be sent to Krystle Scott at krystlem.scott@archives.alabama.gov OR to Alabama Dept. of Archives and History, Attention: Krystle Scott, P. O. Box 300100, Montgomery, AL, 36130.

Application form: <https://personnel.alabama.gov/Downloads/StateApp.pdf>

Internship cover sheet: https://archives.alabama.gov/about/docs/internship_cover_sheet.pdf